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United States Department of State

A Guide to Doing BUSINESS



June 1996

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Office of Small and Disadvantaged Business Utilization

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United States Department of State

A Guide to Doing **BUSINESS**

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Introduction

A Guide to Doing Business With the Department of State is designed to familiarize small, minority, and female-owned businesses with the Department's procurement program. The Guide is intended to assist those small, minority, and female-owned firms seeking to do business with the Department in identifying procurement opportunities within the Department.

The *Guide* is issued by the Office of Small and Disadvantaged Business Utilization (A/SDBU), located in Arlington, Virginia, in State Annex 6, 1700 North Lynn Street, Room 633. The office is responsible for implementation of the Department of State's activities on behalf of small and disadvantaged businesses and female-owned businesses in accordance with Public Law 95-507, Public Law 100-656, and Executive Order 12138.

The *Guide* is divided into five sections:

Section A (1) summarizes the Department's procurement program; (2) describes the Department's acquisition under the Diplomatic Security Act; and (3) lists user-office contacts under the various categories of products and services for which the Department of State contracts.

Section B contains (1) a briefing memorandum to small, disadvantaged, and female business owners concerning the Department's Small, Disadvantaged, and Female Business Program, and (2) a listing of all Federal Offices of Small and Disadvantaged Business Utilization (OSDBU).

Section C lists subcontracting opportunities available through the Department's larger prime contractors.

Section D lists contacts for trade and investment-related issues.

Section E lists other Department of State and other government publications and subscriptions that may be of interest to the reader.

A Guide To Doing Business With the Department of State is also available on Internet. The GOPHER address is GOPHER://DOSFAN.LIB.UIC.EDU.70

The WEB address is HTPP://WWW.STATE.GOV (Go to State Department Administration).

Dept. of State acquisition home page is <http://www.Statebuy.Inter.net/home.htm>

A/SDBU Mission Statement

The mission of the Department of State, Office of Small and Disadvantaged Business Utilization (OSDBU) is to ensure that a fair share of the Department's acquisitions are placed with small, disadvantaged, and women-owned firms. The OSDBU develops policies and implements actions that will enhance procurement opportunities for small, disadvantaged/minority, and women-owned businesses in accordance with public law.

The OSDBU serves as advocate, counselor, trainer, and provider of liaison services to the small business community. These services are administered through participation in outreach activities including interagency-sponsored conferences, one-on-one counseling, and group training seminars.

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Section A

- **Acquisition Program Profile**
- **Acquisition Under the Omnibus Diplomatic Security and Antiterrorism Act of 1986**
- **User-Office Contacts**



Acquisition Program Profile

The mission of the Department of State is the conduct of foreign policy. The Department seeks qualified small businesses, minority-owned businesses, and female-owned businesses to participate in the acquisition process in support of this mission.

Major procurements include the Automated Data Processing Distributed Systems; Worldwide Diplomatic Security Support, Narcotics Eradication, Communications Equipment; and Furnishings for Embassies and Consulates. The contract spectrum includes the following:

Research and Development

A small research and development program (less than \$5 million annually) is conducted in support of such programs as physical security, operation of worldwide telecommunications networks, and computer applications. Research and Development is not a major component of the State Department's acquisition program.

Supplies and Equipment

There are ongoing requirements for the following types of supplies and equipment. Many of these procurements are suitable for small business participation and some offer subcontracting possibilities.

- (a) Telecommunications equipment for use worldwide.
- (b) Computer software/hardware equipment and applications. Software and programming requirements are particularly suited to small business participation.*
- (c) Security equipment for the physical protection of diplomatic personnel and installations.
- (d) Household furnishings for embassies and consulates.

Services

- (a) Continuing requirements for maintenance services for communication equipment.
- (b) Requirements for packing and storage of household goods provide an excellent opportunity for small business participation.
- (c) General labor services, i.e., moving, messenger, clerical.
- (d) Management studies and surveys relating to mission activities **
- (e) Facilities maintenance services

* The State Department has an outdated base of proprietary office automation and data processing systems. It is now planning and implementing a migration toward open systems architecture. The Department has a multiyear plan to accomplish this migration.

** The State Department commissions studies and special projects to examine a wide range of subjects in response to requests from Congress, recommendations by the General Accounting Office and the Office of the Inspector General, or at the behest of management. These studies are either performed by internal working groups or contracted out. In fiscal year 1991, external studies accounted for a substantial part of such services. Unlike recurring services, however, it is difficult to plan for or predict when the Department might have need for such external studies.

All of the procurement activities described previously are conducted by the centralized Office of Acquisitions located in Rosslyn, Virginia. The mailing address follows as number 1 on the list of 16 major procuring activities. Following is a list of the Department's 16 major acquisition activities:

1. Office of Acquisitions (A/OPR/ACQ)
Department of State
P.O. Box 9115, Rosslyn Station
Arlington, VA. 22219
Customer Service Center Tel. (703) 516-1706

This is the Department's principal procurement office, buying a full range of services and personal property in support of DOS activities worldwide.

2. Office of Foreign Buildings Operations (A/FBO/AP/AD)
Department of State
SA-6, Room L-600, P.O. Box 12248
Rosslyn Station
Arlington, VA. 22219
Tel. (703) 875-6297

Performs acquisition services in support of design, engineering, construction, renovation, and/or rehabilitation of U.S. Embassies worldwide.

3. Office of Language Services (A/OPR/LS)
Department of State
Main State, Room 2214
Washington, D.C. 20520-2214
Tel. (202) 647-1528

Limited small purchase authority involving the services of translators, interpreters, escorts, and related language support.

4. Office of Overseas Schools (A/OPR/OS)
Department of State
SA-29, Room 245
Washington, D.C. 20522-2902
Tel. (703) 875-7800

Small purchases and grants involving overseas schools assistance activities.

5. Diplomatic Telecommunications Service (DTS-PO/ADM/ACQ)
Department of State
SA-43, 3920 Pender Drive
Fairfax, VA 22030
Tel. (703) 302-7908 or 302-7840

Lease or purchase of information technology supplies and services, i.e., telecommunication circuitry and subsystems for worldwide use. Samples of subsystems are: modems, multiplexors, electronic switches, network management systems, professional services, etc.

6. Office of Foreign Missions (M/OFM)
Department of State
SA-33, Room 357
Washington, D.C. 20520-3301
Tel. (202) 895-3507

Limited acquisitions involving professional services and personal property in support of the office's mission, that of ensuring reciprocity of treatment between U. S. missions overseas and foreign missions in this country.

7. Foreign Service Institute (NFATC)
Department of State
4000 Arlington Blvd.
Arlington, VA 22204-1500
Tel. (703) 302-7141

Acquisitions involving instructors, linguists, other academic and training specialists, and personal property as needed to support the Institute's training mission.

8. Office of International Conferences (IO/OICA)
Department of State
Main State, Room 1428A
Washington, D.C. 20520-6319
Tel. (202) 647-1771

Limited small purchase authority involving annual international conferences.

9. Bureau of Population, Refugees and Migration (PRM/C)
Department of State
SA-1, Room 1215
Washington, D.C. 20522-0112
Tel. (202) 663-1022

Small purchases, grants, and cooperative agreements supporting worldwide refugee matters.

10. United States Mission to the United Nations (USUN)
799 UN Plaza, Room 312
New York, N.Y. 10017
Tel. (212) 667-4095

Small purchases involving services and personal property supporting the U.S. Mission to the United Nations.

11. Moscow Embassy Buildings Control Office (M/MEBCO)
Department of State
SA-6, Room 1139
Washington, D.C. 20522-0602
Tel. (703) 516-1855

Acquisitions involving the new Moscow Embassy complex, including A/E and construction services and materials.

12. Regional Procurement and Support Office
Florida Regional Center
Department of State
Ft. Lauderdale, FL 33309-5242
Tel. (954) 630-1166

Procurement for services and personal property procured in the United States in support of posts in Central and South America.

13. Office of Information Management, Major Acquisitions
Program Office (IM/RM/MFA)
Department of State
IM/RM/MFA, Room 200A, SA-15
Washington, D.C. 20522-0835
Tel. (703) 875-4801

Limited procurement authority for major systems buys (those exceeding \$50 million) or as directed by the Deputy Assistant Secretary for Information Management or the Procurement Executive. The office will play a major role in formulating a competitive solicitation for modernization of the Department's information systems.

Other specialized procuring activities are described below:

14. Bureau of International Narcotics & Law Enforcement (INL/C)

SA-44S

Washington, D.C. 20520

Tel. (202) 776-8718

Has authority to enter into small purchases, orders against GSA schedule contracts, and personal services contracts pursuant to the Foreign Assistance Act of 1961, as amended.

15. The Library (IM/IS/OIS/LR)

Department of State

Main State, Room 2442C

Washington, D.C. 20520

Tel. (202) 647-2196

Has authority to enter into small purchases and orders against GSA schedule contracts for the acquisitions such as newspapers, books, maps, and periodicals.

16. State Department Foreign Service Posts

Designated employees at State Department's Embassies and Consulates abroad have Certificates of Appointment from the Procurement Executive. These certificates, or warrants, provide authority to execute procurement actions up to \$100,000, and in some cases, at higher levels, without further approval from the Procurement Executive being required. While services are generally obtained on the local market, posts often purchase goods from U.S. vendors, either from GSA schedule or directly from vendors. Firms interested in marketing their product to U.S. posts abroad may send a line card and price list or similar information directly to posts using the APO addresses listed in the booklet, *Key Officers of Foreign Service Posts* (see order form on page E-3) or to the purchasing agents listed in the footnote on page A-25.

NOTE: Key Officers booklet is available free of charge via Bureau of Public Affairs Internet address: <HTTP://WWW.State.Gov>

DOS Grant and Cooperative Agreement Opportunities

Office of Overseas Schools (A/OPR/OS)
Department of State
Room 245, SA-29
Washington, D.C. 20522-2902
Ms. Barbara La Brie
Tel. (703) 875-7800

Grants for the provision of assistance to elementary and secondary schools abroad to assure that appropriate educational programs are provided for dependents of American citizens.

Bureau of Oceans and International Environmental and Scientific Affairs (OES)
Department of State
Room 7821, Main State
Washington, D.C. 20520
Mr. Jim Lewis
Tel. (202) 647-3622

Grants related to the conduct of research and promotion of international cooperation on environmental and other scientific issues.

Bureau of Intelligence and Research (INR/RES)
Department of State
Room 404, SA-5
Washington, D.C. 20522-0504
Ms. Susan Nelson
Tel. (202) 736-9059

Grants for the provision of stable, long-term financing for advanced research; graduate and language training; public dissemination of research data (e.g., methods and findings); and contact and collaboration among government and private specialists.

Bureau of Population, Refugees & Migration (PRM)
Department of State
Room L505, SA-1
Washington, D.C., 20522-0105
Ms. Emily Krantz
Tel. (202) 663-1022

Cooperative agreements for the provision of food, health, and training activities and medical services for refugees in camps of first asylum.

Bureau of Diplomatic Security (DS/OSA/ASD)
Department of State
3rd Floor, SA-10
Washington, D.C. 20522-1003
Ms. Donna Taylor
Tel. (202) 663-0011

Cooperative agreements with state and local governments and institutions of higher learning for security-related training and training evaluation.

Credit Card Sales

The Government's VISA card is called "International Merchant Purchase Authorization Card" or "I.M.P.A.C." It is issued to certain Department employees under a delegation of purchase authority to pay for certain types of small purchases (no single purchase may exceed \$2,500) such as office supplies, copier supplies, and maintenance; books and subscriptions; and repair of property and equipment (other than building property). Firms that accept I.M.P.A.C. and which wish to market their product to the Department should direct their attention to page A-26 for a partial list of cardholders. To learn more about accepting the I.M.P.A.C. VISA credit card, you may contact your local bank and ask for a "VISA Merchant Account" or call First Bank Systems' Customer Service at 1-800-945-4689.

A single-award schedule contract for Government-wide commercial purchase card International Merchant Purchase Authorization Card (IMPAC) service using the VISA purchase card has been implemented. The current contract GS-23F94031 (Federal Supply Schedule-Industrial Group 615, Industrial Class 6153), is a mandatory source for the Department. The IMPAC program is under the direction of the General Services Administration and is operated by Rocky Mountain BankCard System in Denver, Colorado. It is designed to meet the requirements of the Government for purchases that do not exceed \$2,500 per transaction. Merchants who want information about accepting VISA cards should either contact their local banks or call Rocky Mountain BankCard System for assistance. The number is 1-800-945-4689.

Regional Procurement and Support Office

U.S. Embassy/Bonn

The Department of State's Embassy in Bonn, Germany, has a Regional Procurement and Support Office (RPSO) that supports the purchasing needs of many of the other American embassies abroad, particularly those in the Near East, Africa, the Mediterranean region, Eastern Europe, and posts in the newly independent states (formerly the U.S.S.R.).

In Fiscal Year 1995, RPSO/Bonn purchased over \$32 million in goods and services, much of which was from U.S. vendors. The majority of these purchases are under \$100,000 ("simplified acquisition") and fall into three main categories. Those categories are: (1) medical supplies and equipment, (2) "special acquisitions," including computers and peripherals, software, large household appliances, expendable and nonexpendable office supplies, furniture, subscriptions and books, and (3) "general acquisitions," including educational materials, vehicles and spare parts, construction materials and supplies, and other miscellaneous goods and services that do not fall into categories (1) and (2).

Firms interested in selling to the RPSO/Bonn should send descriptive literature on their product line, including prices, to Charles Krips, Director, or Lisa Million, Assistant Director, RPSO/Bonn, c/o American Embassy/Bonn, Department of State, Deichmanns Aue 5300, Bonn 2 Unit 27101, APO AE 09080. Small, small minority-owned, and small women-owned businesses should clearly indicate their size and ownership status when mailing product information to RPSO/Bonn. While overseas posts, including RPSO/Bonn, are not required by law to comply with U.S. domestic policy concerning Federal socioeconomic procurement preference programs, posts attempt to observe such policy where practicable (FAX 011-49-228-339-2663).

U.S. Embassy/Tokyo

The U. S. Embassy in Tokyo, Japan, has a Regional Procurement and Support Office (RPSO) that supports the purchasing needs of many of the other American Embassies and Consulates abroad, particularly those in the former Soviet bloc of nations and the Commonwealth of Independent States (CIS), Africa, the Near East, the Middle East, and the Far East.

In Fiscal Year 1995, RPSO/Tokyo purchased over \$19 million in goods and services. The majority of these purchases were under \$100,000 ("simplified acquisition") and fall into three main categories: (1) Japanese-made automobiles with right-hand steering, and with left-hand steering for which no other available source exists in the particular constituent location for parts, supplies, and services; (2) automobile parts for vehicles made in Japan; (3) airfreight and shipping services to constituent posts of American Embassy Tokyo; and other miscellaneous goods and services that do not fall into any of the other categories.

Firms interested in selling to the RPSO/Tokyo should send descriptive literature on their products line(s), including prices, to Alvin Chen, Director, RPSO Tokyo, c/o American Embassy/Tokyo, Unit 45002, Box 212, APO AP 96337-0001. Small, small minority-owned, and small women-owned businesses should clearly indicate their size and ownership status when mailing product information to RPSO/Tokyo. Although overseas posts, including RPSO/Tokyo, are not required by law to comply with U.S. domestic policy concerning Federal socioeconomic procurement preference programs, posts attempt to observe such policy where practicable. (FAX 011-81-3-3505-1862).

U.S. Embassy/Singapore

In October 1993, the Department of State formally opened a Regional Procurement Support Office (RPSO) under the U.S. Embassy in Singapore, Republic of Singapore. RPSO Singapore supports the procurement needs of the American Embassy in Singapore, including those Federal agencies attached to the Embassy, and other American Embassies and Consulates in the East Asian region.

As the RPSO Singapore is being newly established, historical procurement data is of somewhat limited value. In Fiscal Year 1995, Embassy Singapore purchased approximately \$3 million in goods and services; the majority of these purchases were under \$100,000 ("simplified acquisition"). Supplies purchased by RPSO Singapore are expected to include heating and air-conditioning equipment, tires, medical supplies, electrical supplies, small appliances, consumer and office electronics, automobiles, construction materials and supplies, publications, household appliances, office equipment, construction materials, computer equipment and software, and household and office furniture. Services are expected to include commercial support services (cleaning, gardening, security guards), computer services, facility rentals, equipment leases, small architect-engineer and construction services, and airfreight and shipping services.

Firms interested in selling to the RPSO Singapore should send descriptive literature on their product line(s), including prices, to James Tykoski, Director, RPSO Singapore, American Embassy Singapore, FPO AP 96534-0001. Small, small minority-owned, and small women-owned businesses should indicate their size and ownership status when mailing product information to RPSO Singapore. While overseas posts, including RPSO Singapore, are not required by law to comply with U.S. domestic policy concerning Federal socioeconomic procurement preference programs, posts attempt to observe such policy where practicable (FAX 011-65-338-4550).

Florida Regional Center

A Regional Procurement Support Office (RPSO) was formally opened in December 1993 at the U.S. Department of State's Florida Regional Center located in Ft. Lauderdale, FL. RPSO—FL was established to support the procurement needs of the American Embassies, Consulates, or other posts located in the Central/South American, Caribbean, and certain West African countries.

In Fiscal Year 1995, RPSO—FL purchased over \$2,000,000 in goods and services. The majority of these purchases were under \$100,000 ("simplified acquisition"). Purchases include heating and air-conditioning units and repair parts; computer equipment and software; small/large household appliances; office electronics; medical supplies/equipment; automotive parts/tires; electrical equipment/supplies; telecommunications equipment/supplies, construction materials/supplies; household/office furniture; printing requirements, and carpet/flooring supplies and equipment. Services are expected to be lawn care/gardening; equipment leases; computer services; small architect-engineer and construction services; and air freight/ocean freight and other shipping or courier services; facility rental; janitorial services; guard services; printing services; and life/health and retirement plans.

Firms interested in doing business with the RPSO—FL should forward descriptive literature on their product/service line(s), including prices, to John Hilliard, Director, RPSO—FL, Florida Regional Center, 4000 N. Andrews Drive, Ft. Lauderdale, FL 33309. Small, small minority-owned, and small women-owned businesses should clearly indicate their size/ownership status when contacting RPSO—FL. For additional information, you may also call (305) 630-1166 or FAX (954) 630-1165.

Top-Spending Posts for FY-1995

*(extracted from Competition Advocates' Report)
(in U.S.\$)*

The Hague, Netherlands.....	over \$47 million
London, England.....	over \$44 million
Bonn, Germany	over \$32 million
Tokyo, Japan.....	over \$19 million
Paris, France	over \$17 million
Vienna, Austria.....	over \$10 million
Frankfurt, Germany.....	over \$9 million
Athens, Greece.....	over \$9 million
Rome, Italy.....	over \$9 million
Bangkok, Thailand	over \$9 million
Seoul, South Korea.....	over \$8 million
Mexico City, Mexico	over \$6 million
New Delhi, India.....	over \$5 million
Cairo, Egypt	over \$5 million
Amman, Jordan	over \$5 million
Brasilia, Brazil.....	over \$5 million
Santiago, Chile.....	over \$5 million

Largest Number of Contract Actions by Post

Bonn	La Paz
Paris	Bridgetown
Warsaw	Jakarta
Geneva	Lima
London	Cairo
New Delhi.....	Tokyo
Bangkok.....	Vienna
Santiago	Frankfurt

More detailed information on post-specific statistical data is available in the Department of State's Annual Competition in Contracting Report. To receive a copy, contact the Competition Advocate on (703) 516-1697.

Acquisition Under the Omnibus Diplomatic Security and Antiterrorism Act of 1986

In the Omnibus Diplomatic Security and Antiterrorism Act of 1986 (PL 99-399), Congress has authorized funds to be appropriated to carry out diplomatic security construction, acquisitions, and operations pursuant to the Department of State's Supplemental Diplomatic Security Program.

Information regarding these projects is released through the Commerce Business Daily and other construction trade publications when the projects are ready to be designed, constructed, or government-furnished materials are to be purchased.

Firms interested in performing Embassy construction should direct their attention to Section 402 of the Omnibus Diplomatic Security and Antiterrorism Act of 1986. Section 402 addresses preference for U.S. contractors, utilization of minority and small business contractors, qualifications criteria, and subcontracting limitations on construction projects.

Limited contracting opportunities may exist for government-furnished equipment (GFE) such as bills of material (BOMs) for post communication centers and for security materials. Interested firms should contact Juanita Waters at the following address:

Department of State
A/FBO/AP/AD
SA-6, Room L 600
Washington, D.C. 20522-0604
Telephone: (703) 875-6297

Any firm that has new or innovative technical security or electronic CM products, which could be used to enhance security at a U.S. Embassy abroad, may contact Ken Stanley at the following address:

Department of State
DS/ST/CMP
SA-10, 7th Floor
Washington, D.C. 20522-1003
Telephone: (202) 663-0704

Other products such as bullet-proof glass, closed-circuit televisions, intrusion detection devices, and the like, are also part of the procurement pattern under the security program. Firms wishing to market such products should contact Spencer Brown of the Department's Physical Security Division at the address listed on page A-20.

Firms interested in performing services related to Embassy security such as security engineering, construction management, construction surveillance, and the like, should contact the following areas:

Department of State
A/FBO/PE/CSM
SA-6, Room 711
Washington, D.C. 20522-0602
Attn: Mr. Ray Williams
Telephone: (703) 516-1637

Department of State
DS/PSD/CSB
SA-6, 8th Floor
Washington, D.C. 20522-0602
Attn: Mr. Spence Brown
Telephone: (703) 875-6562

For planning purposes, it is projected that during FY 95/96, architect/engineer and/or construction projects at the following Foreign Service posts will be advertised or awarded: Rio de Janeiro, Brazil; Panama City, Panama; Vientiane, Laos; Bissau, Guinea-Bissau; Algiers, Algeria; Sofia, Bulgaria; Harare, Zimbabwe; Berlin, Germany; Buenos Aires, Argentina; Havana, Cuba; Guatemala City, Guatemala; Port-au-Prince, Haiti; Tegucigalpa, Honduras; Asuncion, Paraguay; Athens, Greece; Zagreb, Croatia; Prague, Czech Republic; London, England, United Kingdom; Paris, France; Reykjavik, Iceland; Rome, Italy; Vilnius, Lithuania; Warsaw, Poland; Lisbon, Portugal; Madrid, Spain; and Stockholm, Sweden.

Notification of Metric Transition

In 1975 and 1988, legislation was enacted that denoted the metric system of measurement as the preferred system of weights and measures for the United States Trade and Commerce. Furthermore, Executive Order 12770 promoted the use of the metric system of weights and measures through contracts, grants, and other business-related activities to the extent economically feasible.

The metric system can provide substantial advantages to the Federal Government in its operations, and the Department of State, unique in its international mission and environment, has an important role to play in the Federal Government's transition.

Therefore, all employees of the Department, as well as those businesses that do business with the Department, are encouraged to participate in moving departmental functions to the metric system of weights and measures.

Any questions regarding the Department of State Metric Transition Program should be directed to Mr. Robert E. Lloyd in the Office of the Procurement Executive.

U.S. Department of State Washington, D.C. 20520

User-Office Contacts

It is the Department of State's policy to maximize competition in contracting under applicable procurement regulations. Advertising and competition are mandated by these regulations. Consequently, the following user-office contacts are provided for program information only. Any questions regarding the competition in contracting practices of the Department should be directed to:

Ms. Mary Ackerman
Departmental Competition Advocate
(Mailing Address)
U.S. Department of State
A/OPE/CA, Room 603, SA-6
Washington, D.C. 20522-0602

Telephone: (703) 516-1697

Alternative Disputes Resolution

The Administrative Dispute Resolution act of 1990 and the National Performance Review of 1993 encouraged agencies to use alternative Dispute Resolution (ADR) techniques in resolving disputes. Executive Order 12979, Agency Procurement Protest, signed October 26, 1995, calls for agency heads to establish administrative procedures for resolving bid protests at the agency level "as an alternative" to outside protest forums.

Formal litigation of these matters is a long and costly process that often times establishes an adversarial relationship between the Government and the private sector. ADR, on the other hand, includes a wide range of resolution techniques, tends to be less costly, and is far more efficient than litigation. It also keeps resolution of the matter within the control of the disputants. The parties choose the ADR method of resolution; establish the rules of engagement; determine who will be the decisionmakers; define the issues; and otherwise control the entire process.

Some of the ADR techniques that may be used include minitrials, mediation, factfinding and arbitration. Resolution of the matter is approached from a "partnership" standpoint, with a common goal to preserve the business relationship and avoid the costs and delays so often experienced in formal litigation. We encourage use of ADR whenever possible.

Requests for DOS Contracts, Etc.

Copies of current contracts, or other Department of State documents, may be requested through the Freedom of Information Act ("FOIA"), 5 U.S.C. 552. Department regulations applicable to FOIA requests are at Volume 22 of the Code of Federal Regulations, Part 171. In general, FOIA requests must be submitted in writing containing enough information about the documents requested to permit the Department to locate them with a reasonable amount of effort. Requesters also must state their agreement to pay any applicable processing costs in their request letters. (See 22 C.F.R. §171.13-15.) Requests should be addressed to:

The Office of Freedom of Information,
Privacy and Classification Review
S/FPC, Room 1512
Department of State
Washington, D.C. 20520
(Telephone inquiries number: 202-647-6070)
(Fax number: 202-647-5159)

Architectural, Engineering, and Design Services (Construction)

- a. Office of Foreign Buildings
Room L600, SA-6
Ms. Patricia Regalo-Warren (Acquisitions) Telephone: (703) 875-6276
 - b. Office of Small & Disadvantaged Business Utilization
Room 633, SA-6
Mr. Louis Pruitt
(Minority Business Coordinator) Telephone: (703) 875-6586
 - c. Office of Real Property Management (Domestic)
Room 1878, M.S.
Mr. Tom Sgroi Telephone: (202) 647-2852

Audio-Visual Services and Products

d. Bureau of Diplomatic Security (DS/PLD/TC)
Room 380A, SA-11
Ms. Brenda Sprague

Telephone: (703) 204-6240

Building Interior Furnishings (Foreign)

Office of Foreign Buildings
Room 1201, SA-6
Ms. Vivien Woofter

Telephone: (703) 875-6263

Building Maintenance and General Services (Domestic)

(Includes labor services, local transportation services, etc.)

General Services Division
Room B2A61, M.S.
Mr. John Silva (transportation)

Telephone: (202) 647-3628

Ms. Shirley Beard (labor services)

Telephone: (202) 647-3611

Office of Operations

a. Facilities Management and Support Services
Room B2A61, M.S.
Mr. Frank Bright

Telephone: (202) 647-6001

Building Maintenance and General Services (Foreign)

Office of Foreign Buildings
Room L100 and L200, SA-6
Mr. Cliff Mecklenberg

Telephone: (703) 875-5742

Building Materials/Supplies

(Includes plumbing supplies, paint manufacturing, carpentry supplies, retrofit, industrial supplies, and equipment, etc.)

Office of Foreign Buildings
Mr. Fred Bunke (Moscow)
Room 1139, SA-6

Telephone: (703) 875-5796

Ms. Wanda Besson
Room L600, SA-6

Telephone: (703) 875-6297

Cartographic Services

Office of the Geographer
Room 8742, M.S.
Mr. William Wood

Telephone: (202) 647-2021

Catering Services

Office of Protocol
Room 1238, M.S.
Mr. Harland Lee

Telephone: (202) 647-1700

Communication Equipment Services

(Includes drafting, servicing communications equipment at U.S. Embassies, repair of UHF/VHF radio equipment, electronics training, etc.)

Office of Information Management/Special Operations
(IM/SO/TO/MT)
Room 214, SA-21
Mr. Lee Rainer

Telephone: (703) 912-8350

Mr. Wesley J. Lincoln

Telephone: (703) 912-8441

Computer Supplies and Accessories

Office of Information Management (IM/SO/DO/FADPC)
Room 12B63, M.S.
Mr. Dave Ames

Telephone: (202) 647-7245

Mr. Edward Courlang
Room 200, SA-29

Telephone: (202) 647-7811

Office of Acquisition
Ms. Millie Pugliese

Telephone: (703) 516-1711

Construction Services (Foreign)

Office of Foreign Buildings
Room L600, SA-6

Mr. John Sligh (Const. Management)
Room 703, SA-6

Telephone: (703) 875-6300

Mr. Louis Pruitt (Program Coordinator)
Room 633, SA-6

Telephone: (703) 875-6586

Educational Materials/Supplies

Electronic and Physical Security Services/Equipment

(Includes security engineering, technical security, counter-terrorism, audio countermeasures, personal protective equipment, firearms and ammunition, safety and escape mechanisms, special first-aid kits, etc.)

Engineering Services (Construction)

Engineering Services (Non-Construction)

- a. Bureau of Diplomatic Security (DS/CMP/ES)
SA-10, 7th Floor
Mr. Jim Frank (Security R&D) Telephone: (202) 663-0708

Environmental Sciences (air, water, geotechnical, asbestos, etc.)

Furnishings and Appliances, Office and Household*

(Includes household and office furniture, floor coverings, draperies, awnings, etc.)

Information Management Support Services

*Subcontracting opportunities may also exist within major, competitively awarded contracts of approximately \$5 million per annum. Contact Mr. Dan Cushman at (703) 875-6023.

- b. Bureau of Consular Affairs
Room W711, SA-1
Mr. Alan Dahl
Telephone: (202) 663-1121
 - c. Office of Passport Services
Room 338, SA-17
Ms. Agnes Liptak
Telephone: (202) 955-0253
 - d. Foreign Service Institute
Room F3313, SA-42
Ms. Linda Coble
Telephone: (703) 302-6755
 - e. Bureau of Diplomatic Security
SA-10, 6th floor (DS/OA/SYS)
Mr. Robert Cobert
Telephone: (202) 663-6438
 - f. Office of Financial Management, System Development,
and Maintenance Division (FM/FS/DM)
SA-15, Room 4520
Ms. Cecelia Holson
Telephone: (703) 875-6912
 - g. Office of Information Resources Management (S/S-IRM/SMD)
Room 7530
Mr. Kenneth Matthiesen
Telephone: (202) 647-0867
 - h. Office of Modernization and Coordination (IM/PD/OMC)
Room 4428, M.S.
Mr. Jim Casey
Telephone: (202) 647-4678
 - i. Office of Modernization and Coordination (IM/PD/OMC)
(for information on DOS Modernization)
Room 4428, M.S.
Mr. John LaPolla
Telephone: (202) 647-0281
 - j. Bureau of Finance and Management Policy (FMP/F/FMS)
SA-15, Room 4709C
Mr. Gary Galloway
Telephone: (703) 875-5548
 - k. Bureau of Personnel (PER/EX/IM)
Room 1818, M.S.
Ms. Donna Cooper Stange
Telephone: (202) 647-1264
 - l. Office of Information Management, Major FIP
Acquisition Program Office (IM/RM/MFA)
SA-15, Room 200A
Ms. Ronne Rogin
Telephone: (703) 875-4801

m. Bureau of Intelligence and Research (INR/EX)
Room 6510, M.S.
Mr. Mike Wiseman

Telephone: (202) 647-6549

International Political and Economic Affairs and Research

Bureau of International Narcotics and Law Enforcement Affairs
SA-44, 1st Floor
Mr. Tim Henderson

Telephone: (202) 776-8718

Labor Services

General Services Division
Room 1493, M.S.
Ms. Shirley Beard

Telephone: (202) 647-3611

Language/Translation Services

Office of Language Services
Room 2214, M.S.
Mr. Harry Obst

Telephone: (202) 647-1528

Library/Subscription Services

Office of Information Services/Library
Room 3239, M.S.
Ms. Alpha Rose*

Telephone: (202) 647-1875

Machine and Equipment Maintenance/Repair (other than ADP)

Office of Operations
Room B2A61, M.S.
Mr. Frank Bright

Telephone: (202) 647-6001

Medical Services/Supplies

Medical Services
Room L202, SA-1
Ms. Maria Melchiorre

Telephone: (202) 663-1748

Mental Health Care/Services

Office of Medical Services
Employee Services Division
Room L127, SA-1
Ms. Anne Weiss

Telephone: (202) 663-1908

Room 5914, M.S.

Telephone: (202) 647-4929

*Manages Department's Commercial Library Program.

Microfilming/Micrographics

Office of Information Services/Records Management Staff
(IM/IS/RA/RM)
Room B238A, M.S.
Mr. John Cruce

Telephone: (202) 647-7123

Networking/Telecommunications

Diplomatic Telecommunications Program Office
(DTS/PO/Admin/ACQ)
SA-34
Mr. Victor White

Telephone: (703) 912-7908

Digital Systems Programs (SO/DO/DSP)
Room 2921, M.S.
Mr. Robert Bubniak (domestic)
Mr. Wesley J. Lincoln
Tele. Systems (overseas)

Telephone: (202) 647-4300
Telephone: (703) 912-8441

Overseas Employee Associations*

Manufacturers and distributors interested in selling wholesale grocery products, exchange items, and recreational supplies to U.S. Employee Associations overseas should contact:

Ms. Diane DeVivo, Director
Office of Commissary and Recreation Affairs (A/OPR/ST/CR)
Room 600, SA-6
Washington, D.C. 20522-060

Telephone: (703) 875-6078
FAX (703) 875-6105

(See page A-31 for a list of State Department Foreign Service posts having U.S. Employee Associations. Those posts are annotated with an asterisk (*).)

*CR conducts one Conference/Trade Show each year, rotating their sites between each of the Department's five Regional Bureaus. For information regarding future conference/trade Shows, please contact Mr. Clint Kiser:

Office of Commissary and Recreation Affairs
A/OPR/ST/CR
State Annex 6, Room 600
U.S. Department of State
Washington, D.C. 20522-0602
Tel: (703) 875-6088

For information on Department of Defense Commissary/Exchange System, see page B-12.

Publishing, Printing, Reproduction Equipment/Supplies, and Editorial Services

- a. Office of Information Services
Room 1758, M.S.
Mr. Howard Gaid sick Telephone: (202) 647-2517
Mr. Gregory Liverpool Telephone: (202) 647-3835

Recycled Products (Construction and Janitorial Supplies Only)

Safety and Rescue Equipment

Small Purchases*

*FSU, the Office of Acquisition's Foreign Service Unit in the Department of State, serves as a liaison between vendors and the Department's Foreign Service posts. Vendors seeking to market Embassies in specific geographic regions may do so directly, using the list beginning on page A-31, or may contact the following small purchase agents:

Peter Siegwald (703) 875-6023

See pp.A-4 through A-7 for other organizations having small purchase authority.

Training**

- a. Office of Civil Service Career Development and Assignments
Room 2429, M.S.
Ms. Theresa A. Manly Telephone: (202) 647-7252
A-25
- b. Office of Equal Employment Opportunity and Civil Rights
Room 4216, M.S.
Ms. Azucena Vasquez Telephone: (202) 647-9040
- c. Foreign Service Institute
National Foreign Affairs Training Center
Room F2210, SA-42 Telephone: (703) 302-7141

Mr. Gary D. Crawford (Language) Telephone: (703) 302-7242

Ms. Christine Fulena
(Clerical/Administrative) Telephone: (703) 302-4140
- Mr. Richard Jackson (Area Studies)
SA-42, Room F3422 Telephone: (703) 302-6858
- Ms. Patsy Patten (Contracting Officer)
SA-42, Room F2125 Telephone: (703) 302-6774
- d. Office of Information Management (IM/TE/OT)
P.O. Box 3050
Warrenton, VA 22186
Ms. Mary Jo Lange Telephone: (703) 557-1834
- e. Bureau of Diplomatic Security
Room 320A, SA-11
Mr. David Haas Telephone: (703) 204-6188

Transportation/Packing/Shipping/Storage (Household Effects)

- a. Office of Transportation
Room 1056, M.S.
Mr. Ed Davis Telephone: (202) 647-4091
- Mr. Harry Lundy (Contracts) Telephone: (703) 875-6014

**The State Department Training Programs with government-wide application should, in most instances, be channeled through the Office of Personnel Management (OPM). Contact Vivian Bethea, Acting Director, OSDBU, at OPM on (202) 606-1464 for information.

Warehousing/Material Handling Equipment

* * * * *

For further information contact:

Mrs. Durie White
Operations Director, Office of Small and
Disadvantaged Business Utilization
Room 633, SA-6
Washington, D.C. 20522-0602

Telephone: (703) 875-6824

Mr. Gregory Mayberry
Associate Operations Director, Office of Small and
Disadvantaged Business Utilization
Room 633, SA-6
Washington, D.C. 20522-0602

Telephone: (703) 875-6823

Mr. Louis Pruitt
A/SDBU/FBO
Room 633, SA-6
Washington, D.C. 20522-0602

Telephone: (703) 875-6586

Ms. Linda Taylor
Procurement Analyst, Office of Small and
Disadvantaged Business Utilization
Room 633, SA-6
Washington, D.C. 20522-0602

Telephone: (703) 516-1953

Mr. Anthony Jones
Procurement Analyst, Office of Small and
Disadvantaged Business Utilization
Room 633, SA-6
Washington, D.C. 20522-0602

Telephone: (703) 875-6822

**Department of State
General Services and Administrative Officers**

Bureau	Title	Telephone	Room	Zip Code
A/EX	Administrative Officer	202-647-8883	3800, M.S.	20520-6310
A/FBO/RMO	General Services Officer	703-875-6355	1300, SA-6	20522-0602
A/IM/RM	Administrative Officer	202-647-4398	4428, M.S.	20520-4437
AF/EX	General Services Officer	202-647-1298	3517, M.S.	20520-3430
ARA/EX	General Services Officer	202-647-3318	3260, M.S.	20520-6258
CA/EX	General Services Officer	202-647-1158	4820, M.S.	20520-4818A
DS/EX	General Services Officer	202-663-0660	8th Fl, SA-10	20522-1003
EAP/EX	General Services Officer	202-647-9054	4313A, M.S.	20520-6310
EB/EX	General Services Officer	202-647-2720	6820, M.S.	20520-5818
EUR/EX	General Services Officer	202-647-5954	5428, M.S.	20520-6511
H	General Services Officer	202-647-1714	7260, M.S.	20520-7261A
INL/C	Administrative Off.	202-647-4867	1st Fl., SA-44	20520-7310
INR/EX	General Services Officer	202-647-1080	6639, M.S.	20520-6510
IO/EX	General Services Officer	202-647-9326	1509, M.S.	20520-6319
L/EX	Administrative Officer	202-647-8323	5519, M.S.	20520-6317
M/DGP/MED/				
EX	General Services Officer	202-663-1611	209A, SA-1	20522
M/FMP/EX	Administrative Officer	202-647-8675	1328, M.S.	20520-7427
M/FSI/EX	General Services Officer	703-302-6729	F2205, SA-42	20522-4201
M/OFM/AO	General Services Officer	202-895-3511	358, SA-33	20522
NEA/SA/EX	General Services Officer	202-647-3269	4245, M.S.	20520-6258
OES/EX	Administrative Officer	202-647-3622	7821, M.S.	20520-7818
OIG/PPM/EX	Administrative Officer	202-647-7091	6827, M.S.	20520-6817
PER/EX	Administrative Officer	202-647-8118	3811, M.S.	20520-2810
PM/EX	General Services Officer	202-647-1110	3817, M.S.	20520-7320
PRM/EX	General Services Officer	202-663-1520	1251, SA-1	20522-0112
S/CPR/EX	Administrative Officer	202-647-1700	1238, M.S.	20520-1238
S/S/EX	General Services Officer	202-647-7457	7511A, M.S.	20520-7512

Mailing Address Form

The APO and in-country address(s) for overseas posts are published in the Key Officers of Foreign Service Posts booklet (Department of State Publication 7877). This publication can be obtained from the Superintendent of Documents, U.S. Government Printing Office, using the order form on page E-3.

The *Key Officers of Foreign Posts* booklet referenced in the Mailing Address Form may be accessed on Internet via the Department of State Foreign Affairs Network (DOSFAN). To access DOSFAN:

Gopher: dosfan.lib.uic.edu

URL: gopher://dosfan.lib.uic.edu.dosfan.html

WWW: http://www.State.gov

Department of State Foreign Service Posts*

Location of Office	Type of Office
Abidjan, Cote d'Ivoire*	Embassy
Abu Dhabi, United Arab Emirates	Embassy
Accra, Ghana*	Embassy
Adana, Turkey	Consulate
Addis Ababa, Ethiopia*	Embassy
Alexandria, Egypt	Consulate General
Algiers, Algeria*	Embassy
Almaty, Kazakhstan	Embassy
Amman, Jordan*	Embassy
Amsterdam, Netherlands	Consulate General
Ankara, Turkey*	Embassy
Antananarivo, Madagascar*	Embassy
Apia, Western Samoa	Embassy
Ashgabat, Turkmenistan	Embassy
Asuncion, Paraguay*	Embassy
Athens, Greece*	Embassy
Auckland, New Zealand	Consulate General
Baghdad, Iraq*	Embassy
Baku, Azerbaijan	Embassy
Bamako, Mali*	Embassy
Bandar Seri Begawan, Brunei	Embassy
Bangkok, Thailand*	Embassy
Bangui, Central Arab Republic	Embassy
Banjul, The Gambia*	Embassy
Barcelona, Spain	Consulate General
Barranquilla, Colombia	Consulate
Beijing, China*	Embassy
Beirut, Lebanon	Embassy
Belfast, Northern Ireland, U.K.	Consulate General
Belgrade, Yugoslavia*	Embassy
Belize City, Belize	Embassy
Berlin, Federal Rep. of Germany	Branch Office
Bern, Switzerland	Embassy
Bilbao, Spain	Consulate
Bishkek, Kyrgyzstan	Embassy
Bissau, Guinea-Bissau	Embassy
Bogota, Colombia*	Embassy
Bombay, India	Consulate General
Bonn, Federal Rep. of Germany* *	Embassy

Posts annotated with an asterisk (*) operate Overseas Employee Associations.

** Embassy Bonn has a Regional Procurement Support Operation (RPSO). Product information should be directed to the Contracting Officer, Mr. Charles Krips.

Location of Office	Type of Office
Brasilia, Brazil*	Embassy
Bratislava, Slovak Republic	Embassy
Brazzaville, Congo*	Embassy
Bridgetown, Barbados*	Embassy
Brisbane, Australia	Consulate
Brussels, Belgium*	Embassy
Brussels, Belgium	USNATO
Bucharest, Romania*	Embassy
Budapest, Hungary*	Embassy
Buenos Aires, Argentina*	Embassy
Bujumbura, Burundi*	Embassy
Cairo, Egypt*	Embassy
Calcutta, India	Consulate General
Calgary, Canada	Consulate General
Canberra, Australia*	Embassy
Cape Town, South Africa	Consulate General
Caracas, Venezuela*	Embassy
Casablanca, Morocco	Consulate General
Cebu, Philippines	Consulate
Chengdu, China	Consulate General
Chiang Mai, Thailand	Consulate General
Chisinau, Moldova	Embassy
Ciudad Juarez, Mexico	Consulate General
Colombo, Sri Lanka*	Embassy
Conakry, Guinea*	Embassy
Copenhagen, Denmark*	Embassy
Cotonou, Benin*	Embassy
Curacao, Netherlands Antilles	Consulate General
Dakar, Senegal*	Embassy
Damascus, Syria*	Embassy
Dar Es Salaam, Tanzania*	Embassy
Dhahran, Saudi Arabia*	Consulate General
Dhaka, Bangladesh*	Embassy
Djibouti, Djibouti*	Embassy
Doha, Qatar	Embassy
Dubai, United Arab Emirates	Consulate General
Dublin, Ireland*	Embassy
Durban, South Africa	Consulate General
Dushanbe, Tajikistan	Embassy
Edinburgh, Scotland, U.K.	Consulate General

Posts annotated with an asterik (*) operate Overseas Employee Associations.

Location of Office	Type of Office
Florence, Italy	Consulate General
Frankfurt Am Main, Federal Rep. of Germany*	Consulate General
Freetown, Sierra Leone*	Embassy
Fukuoka, Japan.....	Consulate
Gaborone, Botswana*.....	Embassy
Geneva, Switzerland*	Branch and Mission Offices
Georgetown, Guyana*.....	Embassy
Guadalajara, Mexico*	Consulate General
Guangzhou, China.....	Consulate General
Guatemala City, Guatemala*	Embassy
Guayaquil, Ecuador.....	Consulate General
Hague, The Netherlands	Embassy
Halifax, Canada.....	Consulate General
Hamburg, Federal Rep. Germany*	Consulate General
Hamilton, Bermuda.....	Consulate General
Harare, Zimbabwe	Embassy
Havana, Cuba.....	USINT
Helsinki, Finland*	Embassy
Hermosillo, Mexico.....	Consulate
Hong Kong, Hong Kong*	Consulate General
Islamabad, Pakistan*.....	Embassy
Istanbul, Turkey*	Consulate General
Izmir, Turkey	Consulate General
Jakarta, Indonesia*.....	Consulate General
Jeddah, Saudi Arabia*.....	Consulate General
Jerusalem, Jerusalem.....	Consulate General
Johannesburg, South Africa.....	Consulate General
Kaduna, Nigeria	Consulate General
Kampala, Uganda*.....	Embassy
Karachi, Pakistan*	Consulate General
Kathmandu, Nepal*	Embassy
Kavala, Greece* (relay)	
Khartoum, Sudan*	Embassy
Kiev, Ukraine	Embassy
Kigali, Rwanda*	Consulate General
Kinshasa, Zaire*	Embassy
Kingston, Jamaica*	Embassy
Kolonia, Micronesia	Embassy
Koror, Palau.....	USLO
Krakow, Poland	Consulate General

Posts annotated with an asterik (*) operate Overseas Employee Associations.

Location of Office	Type of Office
Kuala Lumpur, Malaysia*	Embassy
Kuwait, Kuwait*	Embassy
La Paz, Bolivia*	Embassy
Lagos, Nigeria*	Embassy
Lahore, Pakistan*	Consulate General
Leipzig, Federal Rep. of Germany	Consulate General
Liberia (relay)	
Libreville, Gabon	Embassy
Lilongwe, Malawi*	Embassy
Lima, Peru*	Embassy
Lisbon, Portugal*	Embassy
Lome, Togo*	Embassy
London, England, U.K.*	Embassy
Luanda, Angola	USLO
Lubumbashi, Zaire	Consulate General
Lusaka, Zambia*	Embassy
Luxembourg, Luxembourg	Embassy
Madras, India*	Consulate General
Madrid, Spain*	Embassy
Majuro, Marshall Islands	Embassy
Embassy Malabo, Equatorial Guinea	Embassy
Managua, Nicaragua*	Embassy
Manama, Bahrain	Embassy
Manila, Philippines	Embassy
Maputo, Mozambique	Embassy
Maracaibo, Venezuela	Consulate
Marseille, France	Consulate General
Martinique, French Caribbean Dept.	Consular Agency
Maseru, Lesotho	Embassy
Matamoros, Mexico	Consulate
Mazatlan, Mexico	Consulate
Mbabane, Swaziland	Embassy
Medan, Indonesia	Consulate General
Melbourne, Australia	Consulate General
Merida, Mexico	Consulate
Mexico City, D.F., Mexico*	Embassy
Milan, Italy	Consulate General
Minsk, Belarus	Embassy
Monrovia, Liberia*	Embassy
Monterrey, Mexico	Consulate General
Montevideo, Uruguay*	Embassy

Posts annotated with an asterisk (*) operate Overseas Employee Associations.

Location of Office	Type of Office
Montreal, Canada*	Consulate General, ICAO
Moscow, Russia*	Embassy
Munich, Federal Rep. of Germany	Consulate General
Muscat, Oman*	Embassy
Nagoya, Japan	Consulate
N'Djamena, Chad*	Embassy
Naha, Japan	Consulate General
Nairobi, Kenya*	Embassy, UNEP
Naples, Italy	Consulate General
Nassau, Bahamas*	Embassy
New Delhi, India*	Embassy
New York, N.Y.	USUN
Niamey, Niger*	Embassy
Nicosia, Cyprus*	Embassy
Nouakchott, Mauritania*	Embassy
Nuevo Laredo, Mexico	Consulate
Oran, Algeria	Consulate
Osaka-Kobe, Japan	Consulate General
Oslo, Norway*	Embassy
Ottawa, Canada*	Embassy
Ouagadougou, Burkina Faso*	Embassy
Palermo, Italy	Consulate General
Panama City, Panama*	Embassy
Paramaribo, Suriname*	Embassy
Paris, France*	Embassy, UNESCO, USOECD
Perth, Australia	Consulate General
Peshawar, Pakistan*	Consulate
Phnom Penh, Cambodia	Embassy
Ponta Delgada, Azores, Portugal	Consulate
Port-au-Prince, Haiti*	Embassy
Port Louis, Mauritius	Embassy
Port Moresby, Papua New Guinea	Embassy
Port-of-Spain, Trinidad and Tobago*	Embassy
Prague, Czech Republic*	Embassy
Praia, Cape Verde	Embassy
Pretoria, South Africa*	Embassy
Pusan, Korea	Consulate
Quebec, Canada	Consulate General
Quito, Ecuador*	Embassy
Rabat, Morocco*	Embassy
Rangoon, Burma*	Embassy
Recife, Brazil	Consulate

Posts annotated with an asterik (*) operate Overseas Employee Associations.

Location of Office	Type of Office
Reykjavik, Iceland.....	Embassy
Riga, Latvia.....	Embassy
Rio de Janeiro, Brazil*	Consulate General
Riyadh, Saudi Arabia*	Embassy
Rome, Italy*	Embassy, FODAG
St. George's, Grenada.....	Embassy
St. Johns, Antigua and Barbuda.....	Embassy
St. Petersburg, Russia.....	Consulate General
San Jose, Costa Rica*	Embassy
San Salvador, El Salvador*	Embassy
Sanaa, Yemen Arab Republic	Embassy
Santiago, Chile*	Embassy
Santo Domingo, Dominican Republic*	Embassy
Sao Paulo, Brazil*	Consulate General
Sapporo, Japan	Consulate General
Sarajevo, Bosnia-Herzegovina.....	Embassy
Seoul, Korea*	Embassy
Shanghai, China*	Consulate General
Shenyang, China*	Consulate General
Singapore, Singapore*	Embassy
Sofia, Bulgaria*	Embassy
Stockholm, Sweden*	Embassy
Strasbourg, France.....	Consulate General
Stuttgart, Federal Rep. of Germany.....	Consulate General
Surabaya, Indonesia	Consulate General
Suva, Fiji*	Embassy
Sydney, Australia.....	Consulate General
Tallinn, Estonia.....	Embassy
Tashkent, Uzbekistan	Embassy
Tbilisi, Georgia	Embassy
Tegucigalpa, Honduras*	Embassy
Tel Aviv, Israel*	Embassy
Thessaloniki, Greece*	Consulate General
Tijuana, Mexico.....	Consulate General
Tirana, Albania	Embassy
Tokyo, Japan*	Embassy
Toronto, Canada*	Consulate General
Tunis, Tunisia*	Embassy
Udorn, Thailand	Consulate
Ulaanbaatar, Mongolia	Embassy
Valletta, Malta.....	Embassy

Posts annotated with an asterisk (*) operate Overseas Employee Associations.

Location of Office	Type of Office
Vancouver, Canada	Consulate General
Vatican City, The Holy See	Embassy
Victoria, Seychelles.....	Embassy
Vienna, Austria*	Embassy, UNVIE
Vientiane, Laos*	Embassy
Vilnius, Lithuania.....	Embassy
Vladivostok, Russia.....	Consulate General
Warsaw, Poland	Embassy
Washington, D.C.....	USOAS
Wellington, New Zealand*	Embassy
Windhoek, Namibia.....	Embassy
Yaounde, Cameroon*	Embassy
Yerevan, Armenia.....	Embassy
Zagreb, Croatia	Embassy
Zurich, Switzerland.....	Consulate General

Abbreviations and Symbols

USNATO	United States Mission to the North Atlantic Treaty
USINT	United States Interests Section
USLO	United States Liaison Office
ICAO	International Civil Aviation Organization
UNEP	United Nations Environment Program
USUN	United States Mission to the United Nations
UNESCO	United Nations Educational, Scientific, and Cultural Organizations
USOECD	United States Mission to the Organization for Economic Cooperation and Development
FODAG	Food and Agriculture Organizations
UNVIE	United States Mission to International Organizations in Vienna
USOAS	United States Mission to the Organization of American States

Posts annotated with an asterisk (*) operate Overseas Employee Associations.



Section B

- **Memo to Small, Disadvantaged, and Female (SD&F) Business Owners**
- **Federal Offices of Small and Disadvantaged Business Utilization (OSDBU)**



Memo to Small, Disadvantaged, and Female (SD&F) Business Owners

The Department of State is steadily and substantially increasing participation by small and small-disadvantaged businesses, female-owned businesses, and labor surplus area businesses in a broad spectrum of acquisitions through the expanded use of small, disadvantaged, and female-owned business firms locally, nationally, and internationally. These acquisitions range from recurring needs for goods or services to one-time needed procurements or research projects. Good results have been achieved principally through a daily intensive review of acquisitions and/or increased efforts by user offices to locate SD&F suppliers. Also, we have kept close liaison with local and regional offices of the Small Business Administration that have furnished names of suppliers of goods or services. In addition, we search our vendor file, using Standard Industrial Classification (SIC) codes, to locate prospective suppliers. Using the foregoing methodology, the Department is gradually broadening its base of information on SD&F firms. More and more supplies and services under the small purchase threshold will be awarded to SD&F firms and, similarly, larger acquisitions should increase substantially.

For example, Washington, D.C. receives many requisitions for services ranging from office furniture and furnishings to software and maintenance of hardware, communications, and building maintenance.

Beyond the District of Columbia, SD&F firms in various cities throughout the United States have participated in advertising, architectural and engineering design, computer software services, messenger vehicle maintenance, and international affairs research.

In recent months, the Department has extended SD&F firm participation in its acquisitions beyond the continental United States, primarily in the drug abuse and narcotics control program and in renovation, rehabilitation, and maintenance of U.S. Embassies overseas. Administrative, statistical, research-type acquisitions to be performed abroad will also be awarded to qualified small, disadvantaged, and female-owned businesses.

Whenever a conference is held by the Department of State, a variety of local facilities are utilized. These are: motel/hotel space, vehicle rentals, telephones, clerical help, and advertising.

Firms wishing to do business with the Department of State may request a Vendor Profile Database Diskette. This system is maintained by OSDBU and provides a diskette that contains over 100 fields of information to be completed. To obtain the diskette, phone (703) 875-6822. When complete, please remit to:

Small/Minority Business Enterprise Coordinator
A/SDBU, Room 633, SA-6
Department of State
Washington, D.C. 20522-0602

If there are any questions, please call Durie N. White (703) 875-6824, Gregory Mayberry (703) 875-6823, or Linda Taylor on (703) 516-1953. Thank you for your interest in being of service to the Department of State.

Sincerely,

Durie N. White
Operations Director
Office of Small and Disadvantaged Business Utilization

Federal Offices of Small and Disadvantaged Business Utilization (OSDBU)

Directors and Women in Business Representatives (WIBR)

The following offices offer small businesses information and guidance on procurement procedures; how to be placed on a bidder's mailing list; and identification of both prime and subcontracting opportunities.

Departments

Department of Agriculture
14th & Independence Ave., S.W.
Room 127W
Washington, D.C. 20250
Telephone: (202) 720-7117
FAX: (202) 720-3001
Attn: Ms. Sharon Harris
Director, OSDBU

Department of the Air Force
The Pentagon, Room E271
Washington, D.C. 20330-1000
Telephone: (703) 697-1950
FAX: (703) 614-9266
Attn: Mr. Anthony DeLuca
Director, OSDBU

Department of the Army
The Pentagon, Room 2A712
Washington, D.C. 20310-0106
Telephone: (703) 697-7753
FAX: (703) 693-3898
Attn: Ms. Tracy Pinson
Director, OSDBU

Department of Commerce
14th Street & Constitution Ave., NW.
Room 6411
Washington, D.C. 20230
Telephone: (202) 482-1472
FAX: (202) 482-0501
Attn: Mr. James Maruca
Director, OSDBU

Women in Business Representatives

Ms. Belinda Ward
(202) 720-7117

Mr. Patrick Heller
(703) 697-1950

Lt. Col. Elizabeth Sawyer
(703) 697-2868

Ms. Brenda Black
(202) 482-1472

Departments

Department of Defense
The Pentagon, Room 2A338
Washington, D.C. 20301-3061
Telephone: (703) 614-1151
FAX: (703) 693-7014
Attn: Ms. Susan Haley
Acting Director, OSDBU

Department of Education
400 Maryland Avenue, S.W.
Room 3120, ROB-3
Washington, D.C. 20202-0521
Telephone: (202) 708-9820
FAX: (202) 401-6477
Attn: Ms. Marcella Corverson
Acting Director, OSDBU

Department of Energy (BU-1)
1000 Independence Ave., S.W.
Washington, D.C. 20585
Telephone: (202) 586-8383
FAX: (202) 586-3075
Attn: Ms. Corlis S. Moody
Director, OSDBU

Department of Health and Human Services
200 Independence Ave., S.W.
Room 517D
Washington, D.C. 20201
Telephone: (202) 690-7300
FAX: (202) 690-8772
Attn: Mr. Verl Zanders
Director, OSDBU

Department of Housing and Urban
Development
7th & D Streets, S.W.
Room 3130
Washington, D.C. 20410
Telephone: (202) 708-1428
FAX: (202) 708-7642
Attn: Mr. Joseph Piljay

Women in Business Representatives

Ms. Dora Thomas
(703) 697-9384

(Vacant)
Call Director

Ms. Brenda DeGraffenreid
(202) 586-8383

Ms. Angel Graves
(202) 690-6670

Mr. Joseph Piljay
(202) 708-1428

Departments

Women in Business Representatives

Department of the Interior
18th & C Streets, N.W.
Room 2727
Washington, D.C. 20240
Telephone: (202) 208-3493
FAX: (202) 208-5048
Attn: Mr. Ralph Rausch
Director, OSDBU

Ms. Doris Sanford
(202) 208-7437

Department of Justice
Ariel Rios Building
12th & Penn. Avenue
Room 3235
Washington, D.C. 20530
Telephone: (202) 616-0521
FAX: (202) 616-1717
Attn: Mr. Joseph Ken Bryan
Director, OSDBU

Ms. Eleanor Geary
(202) 616-0521

Department of Labor
200 Constitution Ave., N.W.
Room C2318 200
Washington, D.C. 20210
Telephone: (202) 219-9148
FAX: (202) 219-9167
Attn: Ms. June Robinson
Director, OSBMA

Ms. Katherine Lee
(202) 219-9151

Department of the Navy
Building 5, Crystal Plaza
Room 120
Washington, D.C. 20360-5000
Telephone: (703) 602-2700
FAX: (703) 602-2477
Attn: Mr. Don Hathaway
Director, OSDBU

Ms. Janet Koch
(703) 602-2695

Department of State
Room 633, SA-6
Washington, D.C. 20522-0602
Telephone: (703) 875-6824
FAX: (703) 875-6825
Attn: Mrs. Durie White
Operations Director, OSDBU

Ms. Linda Taylor
(703) 516-1953

Departments

Women in Business Representatives

Department of Transportation
400 – 7th Street, S.W., Room 9410
Washington, D.C. 20590
Telephone: (202) 366–1930
FAX: (202) 366–7228
Attn: Ms. Luz A. Hopewell
Director, OSDBU

Ms. Pat L. Hodge
(202) 366–1902

Department of the Treasury
15th & Pennsylvania Ave., N.W.
Room 6100 Annex
Washington, D.C. 20220
Telephone: (202) 622–0530
FAX: (202) 622–2273
Attn: T.J. Garcia
Director, OSDBU

(Vacant)
(202) 622–0530

Department of Veterans Affairs
810 Vermont Ave., N.W.
Room 310
Washington, D.C. 20420
Telephone: (202) 535–8124
FAX: (202) 535–8156
Attn: Mr. Scott Denniston
Director, OSDBU (005SB)

Ms. Mary Ella Stormant
(202) 376–6996

The majority of Independent Agencies do not have designated Officers of Small Disadvantaged Business Utilization. Specific personnel as indicated assume such responsibilities.

Independent Agencies and Departments

Women in Business Representatives

ACTION
1100 Vermont Ave., N.W.
Suite 2101
Washington, D.C. 20525
Telephone: (202) 606–5150
FAX: (202) 606–5126
Attn: Ms. Donna Darlington
Director, Procurement Grants

Ms. Jean McCamley
(202) 606–4812

Independent Agencies and Departments**Women in Business
Representatives**

Agency for International Development
TT-2, Room 1200A
Washington, D.C. 20523-1414
Telephone: (703) 875-1551
FAX: (703) 875-1862
Attn: Mr. Ivan Ashley
Director, OSDBU

Ms. Betty Briscoe
(703) 875-1551

Defense Logistics Agency
Cameron Station, Room 4C112
Alexandria, VA 22304-6100
Telephone: (703) 274-6471
FAX: (703) 274-0565
Attn: Mr. Lloyd C. Alderman
Director, OSDBU

Mr. Anthony Kudders
(703) 274-6977

Environmental Protection Agency
401 M Street, S.W. Code A-149C
Washington, D.C. 20460
Telephone: (703) 305-7777
FAX: (703) 305-6462
Attn: Mr. Leon H. Hampton
Director, OSDBU

Ms. Margie Wilson
(703) 305-7305

Executive Office of the President
Room 5001, NEOB
Washington, D.C. 20500
Telephone: (202) 395-7669
FAX: (202) 395-3982
Attn: Ms. Thelma Toler
Director, OSDBU

Export-Import Bank of the U.S.
811 Vermont Ave., N.W.
Room 1017
Washington, D.C. 20571
Telephone: (202) 565-3335
FAX: (202) 565-3319
Attn: Mr. Daniel A. Garcia
Director, OSDBU

Independent Agencies

Federal Trade Commission
6th & Pennsylvania Avenue N.W.
Room H700
Washington, D.C. 20580
Telephone: (202) 326-2258
FAX: (202) 326-2050
Attn: Ms. Jean Sefchick
Director, OSDBU

General Services Administration
18th and F Streets, N.W., Room 6029
Washington, D.C. 20405
Telephone: (202) 501-1021
FAX: (202) 208-5938
Attn: Ms. Mirinda Jackson
Acting Director, Office of Enterprise
Development

Interstate Commerce Commission
12th and Constitution Ave., N.W.
Room 3119
Washington, D.C. 20423
Telephone: (202) 927-7597
FAX: (202) 927-5158
Attn: Mr. Dan King
Director, OSDBU

National Aeronautics and Space
Administration
300 E St., S.W.
Room 1T70
Washington, D.C. 20546
Telephone: (202) 358-2088
FAX: (202) 358-3261
Attn: Mr. Ralph Thomas, III
Associate Administrator, OSDBU

National Science Foundation
4201 Wilson Blvd.
Arlington, VA 22230
Telephone: (703) 306-1330
FAX: (703) 306-0337
Attn: Mr. Donald Senich
Director, OSDBU

Women in Business Representatives

Ms. Barbara Lorette
(202) 326-2260

Ms. Joan Fletcher
(202) 501-1021

Mr. Dan King
(202) 927-7597

Ms. Rae Martel
(202) 358-2088

(Vacant)
Call Director

Independent Agencies

Nuclear Regulatory Commission
Room 7217, MNBB
Washington, D.C. 20555
Telephone: (301) 415-7381
FAX: (301) 415-5953
Attn: Mr. Vandy L. Miller
Director, OSDBU

Office of Personnel Management
1900 E Street, N.W.
Room 2351
Washington, D.C. 20415
Telephone: (202) 606-2180
FAX: (202) 606-1464
Attn: Ms. Vivian Bethea
Acting Director, OSDBU

Railroad Retirement Board
1310 G St., N.W., Suite 500
Washington, D.C. 20036
Telephone: (202) 272-7742
FAX: (202) 272-7728
Attn: Ms. Marian P. Gibson
Director, OSDBU

Smithsonian Institution
915 L'Enfant Plaza, S.W.
Washington, D.C. 20560
Tel. (202) 287-3508
FAX (202) 287-3492
Attn: Mr. Mauricio P. Vera
Program Manager, OSDBU

U.S. Government Printing Office
Small/Disadvantaged Business Program Office
732 North Capitol Street, NW.
Washington, D.C. 20401
Tel. (202) 512-1356

Women in Business Representatives

Mr. Harris Coleman
(301) 415-7381

(Vacant)
Call Director

Independent Agencies

Women in Business Representatives

U.S. Information Agency—M/O
330 C St., S.W.
Room 1611, HHS—S Building
Washington, D.C. 20547
Telephone: (202) 205–9662
FAX: (202) 401–2410
Attn: Ms. Georgia Hubert
Director, OSDBU

Mr. Richard J. Hernandez,
CPCM
(202) 268–6578

U.S. Postal Service
475 L'Enfant Plaza West, S.W.
Room 3641
Washington, D.C. 20260–5616
Telephone: (202) 268–6578
FAX: (202) 268–6573
Attn: Mr. Richard J. Hernandez
Mgr., Supplier Diversity

Other Liaison Offices

Army-Air Force Exchange Service (AAFES)
Purchase Directorate
P.O. Box 660202
Dallas, TX 75266–0202
Telephone: (214) 312–3571

Defense Commissary Agency
East Service Center
ATTN: ES-AM
Bldg. P11200, 38th St. & E Ave.
Fort Lee, VA 23801–6330
Telephone: (804) 734–3834

Defense Commissary Agency
West Service Center
ATTN: WS-AM
Bldg. 3184
Kelly AFB, TX 78241–6290
Telephone: (512) 925–8231/6933

Independent Agencies**Women in Business
Representatives**

Office of Federal Procurement Policy
725 17th Street, N.W.
Room 9025
Washington, D.C. 20503
Telephone: (202) 395-4821
FAX: (202) 395-5105
Attn: Ms. Linda Mesaros
Deputy Associate Administrator for
Policy Development

Minority Business Development Agency
U.S. Department of Commerce
14th St. & Constitution Avenue, N.W.
Room 5053
Washington, D.C. 20230
Telephone: (202) 482-5061
FAX: (202) 482-5117
Attn: Ms. Joan Parrott-Fonseca
Director

Minority Business Development Agency
U.S. Department of Commerce
14th St. & Constitution Avenue, N.W.
Room 5096
Washington, D.C. 20230
Telephone: (202) 482-3261
FAX: (202) 482-5117
Attn: Mr. Raoul Quiros
Chief, Public Sector

Procurement Technical Assistance Center Program
George Mason University
4260 Chain Bridge Road
Suite B-2
Fairfax, VA 22030
Telephone: (703) 330-5458
FAX: (703) 330-5891
Attn: Ms. Amy Erwin
Assistant Director

Independent Agencies

Women in Business Representatives

Small Business Development Center
Howard University
2600 Sixth Street, NW., Room 125
Washington, D.C. 20059
Telephone: (202) 806-1550
Attn: Mr. Woodrow McCutchen, Director

Small Business Administration
409 3rd Street, S.W.
8th Floor
Washington, D.C. 20416
Telephone: (202) 205-6460
FAX: (202) 205-7064
Attn: Ms. Judith Roussel

* * * * *

For additional SBA information:

The SBA has offices located around the country. For the one nearest you, consult the telephone directory under U.S. Government or call the Small Business Answer Desk at 1-800-U ASK SBA.

Section C

- **Subcontracting Opportunities**



Subcontracting Opportunities

Following is a current list of Department of State large prime contractors with contracts in excess of \$500,000 (\$1 million for construction), which may offer subcontracting opportunities: Company names followed by an asterick represent those with the largest dollar value contracts at Dept. of State.

Possible Prime Contractors Offering Subcontracting Opportunities

The American Institute in Taiwan

7 Lane 134 Hisan Yi Road

Section 3

Taipei, Taiwan

Contact: Mr. Jack Ferguson, Chief,
Management Services Section

American Management Systems, Inc.

1777 North Kent Street

Arlington, VA 22209

Contact: Mr. Jay Dunigan,
Contract Administrator
(703) 841-5514

ARA Environmental Services

9 Presidential Blvd.

Bala Cynwyd, PA 19004-0291

Contact: Mr. Jim Day (215) 667-8033

AT&T

1120 20th St. N.W.

5th Floor

Washington, DC 20036

Contact: Jim Powers
(202) 647-9196

Contract: N00600-94-0344

Subcontracting Opportunities Available

Various subcontracting opportunities

Various opportunities related to data processing

Various janitorial supplies, equipment, and labor services

Various subcontracting opportunities related to telephone equipment and services

Possible Prime Contractors Offering Subcontracting Opportunities

Bantec Technologies
5898 Condor Drive
Moorpark, CA 93021-2601
Contact: Mark Schneider
(805) 529-1500
Contract: 0000-125066

Berger/HOK Joint Venture
1819 H St., N.W., Suite 900
Washington, D.C. 20006
Contact: Gary Kettler,
Sr. Project Mgr.
(202) 331-7775
Contract: 1030-212606

Computer Based Systems, Inc.*
2750 Prosperity Ave., Ste. 300
Fairfax, VA. 22301
Contact: Daniel S. Ryan
(703) 849-8080
Contract: S-OPRAQ95D0673

Computer Sciences Corporation
3170 Fairview Park Drive
Falls Church, VA. 22042
Contact: Ms. Mary L. Cherry
(703) 641-2553

Subcontracting Opportunities Available

Hardware Maintenance
support encompassing
ADP production resources

Various A&E services
related to minor new
construction projects;
facility rehabilitation
and system replacement
projects; physical and
technical security upgrades;
construction and renovation
of communications centers

Various subcontracting
opportunities

Various subcontracting
opportunities related to
program and systems services

Possible Prime Contractors Offering Subcontracting Opportunities

Subcontracting Opportunities Available

Dillingham Construction
International
5960 Inglewood Drive
P.O. Box 1089
Pleasanton, CA 94566
Contact: Mr. Robert Walker
(510) 483-3300
Contract: S-FBOARD-93-C0071

Various materials and services,
in support of construction in
Singapore

Dillingham Construction
International
(Address as above)
Contact: Ms. Lenore Thielen
(510) 463-3300
Contract: S-FBOARD-94-C0052

Materials and services in
support of renovation of U.S.
Interests Section in Havana,
Cuba

DynCorp*
7942 Cluny Court
Springfield, VA 22153
Contact: Mr. Dennis Egan
(703) 569-4063
Contract: 0000-225062

Various subcontracting
opportunities related to
logistics/support services

Contract: S-OPRAQ-95-C0675

Miscellaneous visa and travel
services

Possible Prime Contractors Offering Subcontracting Opportunities

Dyncorp Aircraft
6801 Calmont Avenue
Dallas, TX 76116

Contact: Mr. John Harlin
(817) 732-4481 ext. 248
Contract: S-OPRAQ-94-C0646

Einhorn, Yaffee, Prescott
The Argus Building
Broadway at Beaver
P.O. Box 617
Albany, NY 12201-0617
Contact: Ed Kohlberg
(518) 463-2145

General Electric Company
Mobile Communications Division
4421 Forbes Boulevard
Lanham, MD 20706
Contact: Mr. Bob Gload or Mr. Joe Wilson
(301) 459-1617

GTE Gov't Systems*
Information Systems Division
15000 Conference Center Drive
Chantilly, VA 22021-3808
Contact: John McMullen, Jr.
(508) 880-4646
Contract: S-OPRAQ95D0594

Subcontracting Opportunities Available

Spare parts, travel
arrangements, equipment

Various A&E services related
to minor new construction
projects; facility
rehabilitation and system
replacement projects; physical
and technical upgrades;
construction and renovation of
communications centers

Various subcontracting
opportunities

Misc. installation materials

Possible Prime Contractors Offering Subcontracting Opportunities

Halifax Engineering, Inc.
5250 Cherokee Avenue
Alexandria, VA 22312
(703) 750-2202

Harbert International, Inc.
One Riverchase Parkway, South
Birmingham, AL 35201
Contact: Claude Roberts
(202) 987-5606

Intermodel, Inc.
9308 N.W. 13th Street
Miami, FL 33172
(305) 591-2419
Contract: S-OPRAQ95C0536

ITT Federal Services Corporation
One Gateway Plaza, 1330 Inverness Dr.
P.O. Box 15012
Colorado Springs, CO 80935-5012
Contact: G. Evans
(719) 574-5850(x230)
Contract: S-OPRAQ-95-C-0589

J.A. Jones Construction
J.A. Jones Drive
Charlotte, NC 28287
Contact: Mr. Mike L. Fitzgerald
(704) 553-3499

Subcontracting Opportunities Available

Various subcontracting opportunities

Supplies, services, and materials related to office building construction/renovation

Various subcontracting opportunities related to consolidated receiving point

Concrete, masonry, metalwork, doors, windows, hardware, woodwork, etc., related to construction of new U.S. Embassy, Kuwait

Possible Prime Contractors Offering Subcontracting Opportunities

Mitre Corporation
7525 Colshire Drive
McLean, VA 22102
Contact: Mr. Walter R. Pawlowski, VP
(703) 883-5501
Contract: 1045-155023

MPRI
1201 East Abingdon Dr.,
Ste. 425
Alexandria, VA 22314
Contact: Mr. Robert D. Wood
(703) 684-0853
Contract: S-OPRAQ-94C0406

Motorola, Inc.
1301 East Algonquin Rd.
Schaumburg, IL 60196
Contact: Elizabeth Manfield
(708) 576-4331
Contract: S-OPRAQ95C0521

The Orkand Corporation
8484 Georgia Ave., Suite 1000
Silver Spring, MD 20910
Contact: Mr. Anthony Schulien
(301) 585-8480

Pacific A & E
1601 N. Kent St., Ste. 900
Arlington, VA 22209
Contract: 2012-265007

Subcontracting Opportunities Available

ADP hardware/software;
operating supplies and
services (indirect)

Various opportunities
for development and printing
of publicity materials

Various subcontracting
opportunities

Various subcontracting
opportunities related to
ADP software support services

Various subcontracting
opportunities

Possible Prime Contractors Offering Subcontracting Opportunities

Perini International Corporation
International Division
73 Mt. Wayte Ave.
Framingham, MA 01701
Contact: Mr. Donald Paula
(508) 628-2684

Pinkerton Computer Consultants, Inc.
1900 N. Beauregard St., Ste. 200
Alexandria, VA 22311
Contact: Mr. James Craig
(703) 820-5571

RTKL Assoc., Inc.
1140 Connecticut Ave., N.W.
Washington, D.C. 20036
Contact: Mr. Bernard Wulff
(202) 833-4400
Contract: 1030-290285

Ralph M. Parsons Co.
1133 15th St., N.W.
Washington, D.C. 20005
Contact: Terrence O'Brien
(202) 775-3453
Contract 1030-290286

Subcontracting Opportunities Available

Various subcontracting opportunities related to construction of Post Community Center and electrical upgrade of Embassy Building, Lusaka, Zambia

Various subcontracting opportunities

Various A&E services related to minor new construction projects; facility rehabilitation and system replacement projects; physical and technical security upgrades; construction and renovation of communications centers

Various A&E services related to minor new construction projects; facility rehabilitation and system replacement projects; physical and technical security construction and renovation of communications centers

Possible Prime Contractors Offering Subcontracting Opportunities

Statistica
30 West Gude Drive
Suite 300
Rockville, MD 20850
Contact: Mr. Robert Cole
(301) 424-1911
Contract: S-OPRAQ94C0492

Stone & Webster Engineering Corp.
245 Summer Street
Boston, MA 02107
Contact: Mr. Peter W. Harris
(617) 589-5305
Contract 1030-290289

TRW
Systems Division
One Federal Systems Park Drive
Fairfax, VA 22033
Contact: Mr. Alan Schmidt
(703) 968-2001

Unisys
8008 Westpark Dr.
McLean, VA 22102
Contact: Murray J. Schooner
(703) 556-5822s
Contract S-OPRAQ95D0532

Wang Federal Systems*
etc.
7900 Westpark Drive
McLean, VA 22102
Contact: Ms. Marianne Kee
(703) 827-3807

Xerox Special Information Sys.
250 North Halstead St.
P.O. Box 7018
Pasadena, CA 91109
Contact: K.E. Hunter
(818) 351-2351
Contract: 0000-930125

Subcontracting Opportunities Available

Various subcontracting opportunities

Various A&E services related to minor new construction projects; facility rehabilitation and system replacement projects; physical and technical security upgrades; construction and renovation of communications centers

Various subcontracting opportunities

Various hardware, software, etc.

Computers, PCs, software,

Various electronic components and assemblies and metal work

Section D

- **Contacts for Trade and Investment-Related Issues**

Contacts for Trade and Investment-Related Issues

Department of State

Business Affairs	—Mr. David Ruth	(202) 647-1625
Investment Affairs	—Mr. Wesley Scholz	736-4247
Development Finance	—Mr. Larry Butcher	647-9426
Economic Sanctions Policy	—Mr. Robert Maxim	647-5673
Trade Policy	—Mr. William E. Craft	647-3696

Information about specific countries available from Department country desk officers. Telephone numbers obtained from front of the Department telephone book or from U.S. Government operator, (202) 655-4000. The Department of State also offers an automated Traveler's Advisory, which can be accessed on (202) 647-5225.

Department of Commerce

Deputy Assistant Secretary for Services	—Mr. Jude Kearney	(202) 482-5261
Country Marketing:		
Western Europe	—Mr. Peter Hale	482-5341
Eastern Europe and Soviet Affairs	—Ms. Suzanne Lotarski	482-1104
Central and Eastern Europe Business Information Center (CEEBIC)	—Int'l Trade Specialist	482-2645
Russia and Newly Independent States: Business Information Services for the Newly Independent States (BISNIS)		482-4655
Africa	—Mr. Gerald Feldman	482-4927
Near East	—Mr. Thomas Parker	482-1860
South Asia	—Mr. John Anderson	482-1536
Mexico	—AMERIFAX	482-0300
Latin America and Caribbean Basin	—Mr. Walter Bastian	482-2436
People's Republic of China and Hong Kong	—Mr. Donald Forest	482-5527
Japan	—Ms. Marjorie Searing	482-4527
Office for Service Industries and Finance	—Mr. Jude Kearney	482-5261
Publications-Intl. Trade Adm.	—Mr. Thomas Witherspoon	482-5487
Foreign Commercial Service	—Mr. Robert Taft	482-6228

Export Licensing Information: U.S. Trade and Development Agency	—Ms. Carol Stillwell (feasibility studies and other planning services)	(202) 482-4811 (703) 875-4357
Definitional Missions Trade Information	—Ms. Della Glen	(703) 875-4357 1-800-USATRADE

Defense Trade Controls:

For exporting licensing information on munitions, or technology "uniquely" designed for military application, contact Department of State, Defense Trade Controls (703) 875-6644 (licensing) or (703) 875-6650 (registration). You will be directed to an officer according to your requirements.

Agency for International Development

Business Relations (OSDBU) Center for Trade & Investment Services	—Mr. Ivan Ashley —Ms. Deborah Diaz	(703) 875-1551 (202) 663-2660 (local) (800) 872-4348
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Overseas Private Investment Corporation

	—Information Officer	(202) 336-8799
Export-Import Bank	—Mr. Christopher Dorval	(202) 565-3200

Small Business Administration

Office of International Trade	—Mr. Jerry Chiaruttini	(202) 205-6720
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U.S. Trade Representative

(202) 395-6120

Trade Promotion Activities of the Department of State That Can Benefit Small, Minority, and Women-Owned Firms in Exporting

Assisting U.S. business is a major responsibility of the Department of State. The Secretary of State has directed all members of U.S. Embassies and consular posts abroad to consider the promotion of U.S. business and economic interests to be a top priority and to support U.S. firms vigorously in foreign markets. The Ambassador, as head of the "Country Team," takes the lead in promoting U.S. trade and investment in 272 diplomatic and consular establishments in over 160 foreign countries.

The Department of State offers trade promotion services that can be of benefit to the minority business community. Each of the below-mentioned contacts can provide insight, advice, and assistance in the export efforts of minority firms:

The Office of the Coordinator for Business Affairs (E/CBA) in the Economic and Business Affairs Bureau serves as the primary contact point for the business community in the Department. Bureau officials are in daily contact with private sector firms and business groups throughout the country through meetings, briefings, speeches, and other programs. E/CBA answers inquiries from businesses, individuals, and Congress, and maintains close liaison with regional bureau commercial coordinators, country desk officers, Commerce, AID, and other agencies involved in export promotion activities. (Phone: (202) 647-1625).

Embassies and Consulates overseas are charged with assisting the U.S. business community abroad. Ambassadors hold regularly scheduled meetings with American Chambers of Commerce in almost every country where there are such groups. Our Embassy commercial and economic staffs are available to assist American minority firms with political and economic briefings, professional advice and analysis on the business culture and practices of the country, and assistance in making and developing contacts abroad.

Personnel of the Department of Commerce's U.S. and Foreign Commercial Service (USFCS) are stationed in 69 countries where our major markets are located. State Department officers are responsible for commercial work in over 100 countries with smaller markets where USFCS personnel are not present. The important point is that in all our Embassies, regardless of size or location, or which agency takes the lead, there are personnel to provide information and counsel to American firms, help them with problems, and see to it that they get a fair shot at contracts and sales.

The Regional Bureaus, each under the direction of an Assistant Secretary of State, are responsible for U.S. foreign affairs activities in a specific major region of the world. They are the Bureaus of African, Inter-American, European and Canadian, Near Eastern, South Asian, and East Asian and Pacific Affairs. Country "desk officers" maintain day-to-day contact with overseas diplomatic posts and provide country specific economic and political analysis and commercial counseling to U.S. business.

The Office of Small and Disadvantaged Business Utilization (A/SDBU) actively promotes the use of small businesses by our various program and procurement personnel, both domestically and at our Embassies and Consulates overseas. The Department is committed to ensuring that small businesses receive a fair share of the procurement dollars we spend. (Contact: Durie N. White, phone (703) 875-6824).

Publications: The Department produces various publications of interest to minority business, including *Key Officers of Foreign Service Posts: A Guide for Business Representatives and A Guide To Doing Business With the Department of State*.

Commercial Posts of the Department of State (Posts With No FCS Presence)

While most U.S. commercial posts of the Department of State have assigned to them a Department of Commerce Foreign Commercial Service (FCS) officer to promote exporting by U.S. firms, the following posts have no FCS presence. Export promotion at such posts is a function of Department of State personnel:

Africa

Angola, Luanda	Malawi, Lilongwe
Benin, Cotonou	Mali, Bamako
Botswana, Gaborone	Mauritania, Nouakchott
Burkina Faso, Ouagadougou	Mauritius, Port Louis
Burundi, Bujumbura	Mozambique, Maputo
Cameroon, Yaounde	Namibia, Windhoek
Cape Verde, Praia	Niger, Niamey
Central African Republic, Bangui	Rwanda, Kigali
Chad, N'Djamena	Senegal, Dakar
Congo, Brazzaville	Sierra Leone, Freetown
Djibouti, Djibouti	Somalia, Mogadishu
Equatorial Guinea, Malabo	Sudan, Khartoum
Eritrea, Asmara	Swaziland, Mbabane
Ethiopia, Addis Ababa	Tanzania, Dar es Salaam
Gabon, Libreville	The Gambia, Banjul
Ghana, Accra	Togo, Lome
Guinea, Conakry	Uganda, Kampala
Guinea-Bissau, Bissau	Zaire, Kinshasa
Lesotho, Maseru	Zambia, Lusaka
Liberia, Monrovia	Zimbabwe, Harare
Madagascar, Antananarivo	

Latin America

Bahamas, Nassau	Jamaica, Kingston
Barbados, Bridgetown	Netherlands Antilles, Curacao
Belize, Belize City	Nicaragua, Managua
Bolivia, La Paz	Paraguay, Asuncion
El Salvador, San Salvador	Suriname, Paramaribo
Guyana, Georgetown	Trinidad & Tobago, Port of Spain
Grenada, St. George's	Uruguay, Montevideo
Haiti, Port-au-Prince	

Near East/South Asia

Afghanistan, Kabul
Bahrain, Manama
Lebanon, Beirut
Nepal, Kathmandu
Oman, Muscat
Qatar, Doha

Bangladesh, Dhaka
Jordan, Amman
Sri Lanka, Colombo
Syria, Damascus
Tunisia, Tunis
Yemen Arab Republic, Sanaa

East Asia and the Pacific

Brunei, Bandar Seri Begawan
Burma, Rangoon
Cambodia, Phnom Penh
Fiji, Suva
Laos, Vientiane
Marshall Islands, Majuro
Micronesia, Federated States of
Kolonia

Mongolia, Ulaanbaatar
Palau, Koror
Papua New Guinea, Port Moresby
Solomon Islands, Honiara
Western Samoa, Apia

Europe

Albania, Tirana
Bermuda, Hamilton
Croatia, Zagreb
Cyprus, Nicosia
Estonia, Tallinn
Finland, Helsinki
Iceland, Reykjavik

Latvia, Riga
Lithuania, Vilnius
Luxembourg, Luxembourg
Macedonia, Skopje
Malta, Valletta
Slovak Republic, Bratislava
Slovenia, Ljubljana

New Independent States

Armenia, Yerevan
Azerbaijan, Baku
Belarus, Minsk
Georgia, Tbilisi

Kyrgyzstan, Bishkek
Moldova, Chisinau
Tajikistan, Dushanbe
Turkmenistan, Ashgabat

Section E

- **Other Department of State and Government Subscriptions/Publications**



YES, enter my order as follows:

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	044-000-02454-3	Guide to Doing Business with the Dept. of State	\$ 3.50
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Qty.	List ID	Title	Price Each
	COBD	Commerce Business Daily	\$ 275.00
	DIPL	Diplomatic List	9.50
	KOFS	Key Officers of Foreign Service Posts	5.00
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Electronic Services

EC/EDI Fact Sheet (The Basics)

What is Electronic Commerce (EC)?

Electronic Commerce (EC) is the paperless exchange of business information, using Electronic Data Interchange (EDI), electronic mail, electronic bulletin boards, electronic funds transfer, and other similar technologies.

What is Electronic Data Interchange (EDI)?

Electronic Data Interchange (EDI), a major part of Electronic Commerce (EC), is the computer-to-computer exchange of business data in a standardized format.

What are the major benefits of EDI?

- Increased business opportunities through wider diffusion of procurement information;
- Improved quality through improved record-keeping, fewer errors in data, reduced processing delays, less reliance on human interpretation of data, and minimized unproductive time;
- Greater competition and reduced prices;
- Savings from reduction of inventories, mailroom sorting/distribution time, elimination of lost documents, and reduction of postage and other mailing costs;
- Reduced order time; and
- Better and more up-to-date information for management decisionmaking.

What is necessary to begin using EDI?

Should you intend to become fully EDI-capable, you will need a personal computer, a modem, ANSI X12 compliant EDI translation software or access to an EDI translation service, EDI implementation conventions, and a subscription to a Value Added Network (VAN).* However, should you opt not to become fully EDI-capable, it is possible for you to exchange EDI transactions with the Government through the use of services provided by Value Added Service (VAS) providers. Such services (EDI-to-Fax, for example) allow you to participate in the Government EDI-based acquisition efforts without investing in EDI-related computer hardware and software.

*VAN price and services list can be found on the Internet at:

<HTTP://WWW.SAECRC.ORG/DODEDI/EDIVAN18.SHTML>

Further, you will need to secure the following unique identification numbers for your business:

- DUNS number assigned by Dun and Bradstreet, 1-800-333-0505;
- CAGE code assigned by the Defense Logistics Service Center if you intend to do business with the Department of Defense; 616-961-4955; if you currently do business with DoD, you should already have a CAGE code;
- Tax Identification Number (TIN) assigned by the Internal Revenue Service, 1-800-829-1040.

What are some sources of information on EC/EDI?

Data Interchange Standards Association (DISA), the ANSI X12 Secretariat, 703-548-7005; ANSI X12 standards-related, membership, training, and conference information. Internet World Wide Web access via <http://www.disa.org>. ANSI X12 standards published by DISA may be obtained through EDI Support Services, 1-800-334-4912.

Defense Technical Information Center (DTIC); provides full and executive summary versions of the DoD Electronic Commerce (EC)/Electronic Data Interchange (EDI) in Contracting Report, December 20, 1993, in electronic form. Internet World Wide Web access via <http://www.dtic.dla.mil> and via anonymous ftp at [asc.dtic.dla.mil](ftp://asc.dtic.dla.mil).

DoD Electronic Commerce Information Center, 1-800-EDI-3414; EC/EDI information packet, and other information. Internet World Wide Web access via http://www.acq.osd.mil/ec/ecic_hpg.html.

EDI World, 305-925-5900; a monthly industry magazine that contains information on EDI industry trends, user groups, conferences and seminars, and other information. An annual subscription cost is \$29.95.

Electronic Commerce Resource Centers; contact the Electronic Commerce Information Center for further information on one in your area.

Federal Electronic Commerce Acquisition-Program Management Office (ECA-PMO), 703-681-0369; Federal implementation conventions, Streamlining Procurement Through Electronic Commerce, and other related information. Internet World Wide Web access via <http://www.gsa.gov/ecapmo.htm> and <http://snad.ncsl.nist.gov/dartg/edi/fededi.html>, and FTP access via [ds.internic.net](ftp://ds.internic.net).

FedWorld BBS, a computer Bulletin Board System (BBS), 703-321-8020; provides documents related to EDI, including Streamlining Procurement Through Electronic Commerce. Internet World Wide Web access via <http://www.fedworld.gov>.

Government Printing Office (GPO), 202-512-0132; provides the full report version of the DoD Electronic Commerce (EC)/Electronic Data Interchange (EDI) in Contracting Report, December 20, 1993, in paper form; stock number 008-000-00643-1.

National Technical Information Service (NTIS), 703-487-4650; publishes Federal Information Processing Standards Publication (FIPS PUB) 161, NTIS Accession number SIPSPUB161-1, \$12.50. The Federal Government's intent to use ANSI X12 standards for EDI is documented in this standard.

Phillips Publishing International, 1-800-777-5006; publisher of EDI Yellow Pages, a directory of EDI products and services.

Prememos Corporation; provides ANSI X12 and UN/EDIFACT standards in electronic form. Internet World Wide Web access via <http://www.premenos.com>.

Procurement Technical Assistance Centers (PTACs); Government and privately funded organizations dedicated to helping small companies do business with the Federal Government. Call the Electronic Commerce Information Center for a list of PTACs in your area. For companies that are not currently DoD contractors, but who wish to do business with the DoD in the future, the PTACs can also serve as Government sponsors for them to obtain a CAGE code.

SBA Online, a computer Bulletin Board System, 800-697-4636; EC/EDI-related information, including EDI, A Guide to Translation Software. Internet World Wide Web access via <http://www.sbaonline.sba.gov>.

The following is a list of Centers that offer assistance to businesses interested in becoming EDI capable. Operating under DoD sponsorship, the centers serve all qualified business and government personnel. Services are provided either free or for a minimal fee.

Electronic Commerce Resources Centers (ECRCs)

Atlanta, GA	(404) 894-9514	robert.fulton@me.gatech.edu
Bremerton, WA	(206) 478-0333	wilson@ctc.com
Cleveland, OH	(800) 991-3272	kent.kemmerer@camp.org
Dayton, OH	(513) 449-6060	jhoman@cole.sinclair.edu
Fairfax, VA	(703) 691-1507	byoung@ecrc.gmu.edu
Johnstown, PA	(800) 231-2772	michalec@ctc.com
Oakland, CA	(510) 748-6850	shaw@ctc.com
Orange, TX	(409) 882-3950	pdewitt@ecrc.kbsi.com
Palestine, TX	(800) 209-2772	mikelabeau@ptxercrc.com
San Antonio, TX	(210) 732-1141	butch@saeirc.org
Scranton, NY	(800) 572-3272	linnm1@lion.uofs.edu

FAR on CD-ROM

The Federal Acquisition Regulation (FAR) on CD-ROM can be obtained from the Government Printing Office (GPO) for \$80. Updates are sent out quarterly or when changes occur. The stock number is 722-009-0000O2. Make your check, money order, or credit card payable to the Superintendent of Documents. The mailing address is U.S. GPO, Superintendent of Documents, P.O. Box 371954, Pittsburgh, PA 15250. The telephone number is (202) 512-1800.

OSDBU Bulletin Board

In June 1994, the Department of State, Office of Small and Disadvantaged Business Utilization began a new service to give the public immediate, self-service electronic access to its two publications, A Guide To Doing Business With the Department of State and its current fiscal year Forecast of Contract Opportunities.

Users can immediately access the services on the U.S. Department of State's Office of Small and Disadvantaged Business Utilization (OSDBU) bulletin board system with a personal computer with or without ANSI support, a modem (settings: 8 bits, no parity, 1 stop bit, speeds 300-14400 baud), telecommunications software, and telephone line by calling (703) 875-4945. There is no charge for using any of the features of the OSDBU

bulletin board. Files may be downloaded on demand using various error checking protocols, including ZModem, YModem, XModem, and Kermit.

For additional information about the OSDBU bulletin board, contact the Office of Small and Disadvantaged Business Utilization on (703) 875-6822.* For new users, you will fill out a registration form on the BBS that asks for point of contact, telephone number, address, business size status, and products provided.*

Foreign Affairs on the Internet

The Department of State Foreign Affairs Network (DOSFAN) is now on the Internet, providing global access to official U.S. foreign policy information—speeches, statements, and testimony by the President, Secretary of State, and other senior officials; plus Dispatch and Background Notes on countries and international organizations; congressional reports on trade practices; human rights, terrorism, narcotics control, and other subjects; daily briefing transcripts; directories of key officers at foreign service posts; travel information; and much more. Developed in collaboration with the University of Illinois at Chicago (UIC), DOSFAN is accessible in three ways on the Internet;

Gopher: dosfan.lib.uic.edu

URL: gopher://dosfan.lib.uic.edu/

WWW: http://dosfan.lib.uic.edu/dosfan.html

DOSFAN is updated daily. For more information about DOSFAN, contact: john.a.shuler@uic.edu. or by telephone at 312-996-2738.

Department of State Web Page: http://www.state.gov

Department of State Telephone Directory: GOPHER:dosfan.lib.uic.edu (contacts and telephone numbers).

Internet Address for the FAR and FIMR

FAR--HTTP://WWW.GSA.GOV/FAR/

FIRMR--HTTP://WWW.ITPOLICY.GSA.GOV/REGS/REGS.HTM

FIRMR bulletins, etc.: HTTP://FEDWORLD.GOV

Some Useful Internet Addresses

FAI/CBD: http://www.gsa.gov/staff/v/training.htm

Department of Transportation: http://www.dot.gov

DFARS: http://www.dtic.mil/dfars/

NASA Federal Acquisition Jumpstation

http://procure.msfc.nasa.gov/fedproc/home.html

OMB Circulars: http://www.whitehouse.gov/WH/EOP/omb

Acquisition Reform Network: http://www-far.npr.gov

EPA RFPS:gopher://www.epa.gov/11/Info/Procurement/

INTERNET CARRIERS WORLDWIDE--Net Access Worldwide List:

http://www.best.be/iap/

GAO: http://www.gao.gov

GPO: http://www.access.gpo.gov/su_docs/

GSA: http://www.gsa.gov

NCMA: http://www.ncmahq.org

Department of Transportation: http://www.dot.gov

To search for an item when you don't know the address:

http://www.yahoo.com

http://www.webcrawler.com

For information on the House of Representatives Small Business Committee:

WWW address: http://www.house.gov

Gopher address: gopher.house.gov

Public internet address (smbizcom%hr.house.gov)

Small Business Administration On-Line Assistance

1-800-697-4623	SBA and other government agency information Downloadable SBA information files and QWK mail
1-900-463-4636 14 cents/minute	SBA and other government agency information Downloadable shareware files Gateway mail
202-401-9600 D.C. metro only	Internet E-Mail On-line searchable data banks
Internet Telnet 202-205-6400	www.sbaonline.sba.gov Technical support 202-205-7333 TDD

A Guide To Doing Business With the Department of State is also available on Internet. The GOPHER address is GOPHER://DOSFAN.LIB.UIC.EDU.70

The WEB address is HTPP://WWW.STATE.GOV (Go to State Department Administration).

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